

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.
READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.
Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No. (Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	BERSABAL		
FIRST NAME	BRYAN DHELL	NAME EXTENSION (JR., SR)	
MIDDLE NAME	BELTRAN	N/A	
3. DATE OF BIRTH (mm/dd/yyyy)	02/10/1999	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	HILONGOS, LEYTE	If holder of dual citizenship, please indicate the details.	
5. SEX	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	N/A House/Block/Lot No. N/A Street N/A Subdivision/Village N/A Barangay LIBERTY HILONGOS LEYTE City/Municipality Province
7. HEIGHT (m)	1.7	ZIP CODE	6524
8. WEIGHT (kg)	62		
9. BLOOD TYPE	O	18. PERMANENT ADDRESS	N/A House/Block/Lot No. N/A Street N/A Subdivision/Village N/A Barangay LIBERTY HILONGOS LEYTE City/Municipality Province
10. GSIS ID NO.	N/A	ZIP CODE	6524
11. PAG-IBIG ID NO.	121297480895		
12. PHILHEALTH NO.	13-252835605-6		
13. SSS NO.	35-1923268-3	19. TELEPHONE NO.	N/A
14. TIN NO.	509-760-398-000	20. MOBILE NO.	09109429253
15. AGENCY EMPLOYEE NO.	N/A	21. E-MAIL ADDRESS (if any)	dhellbersabal@gmail.com

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A	N/A		
OCCUPATION	N/A			
EMPLOYER/BUSINESS NAME	N/A			
BUSINESS ADDRESS	N/A			
TELEPHONE NO.	N/A			
24. FATHER'S SURNAME	BERSABAL			
FIRST NAME	MANUEL	NAME EXTENSION (JR., SR)		
MIDDLE NAME	TOMIMBO	N/A		
25. MOTHER'S MAIDEN NAME				
SURNAME	BELTRAN			
FIRST NAME	MARY ANN			
MIDDLE NAME	PANTONI			

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	LIBERTY ELEMENTARY SCHOOL	ELEMENTARY	2007	2012	GRADUATE	2012	N/A
SECONDARY	THE SISTERS OF MARY SCHOOL - BOYSTOWN	SENIOR HIGH SCHOOL	2012	2016	GRADUATE	2016	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	MLG COLLEGE OF LEARNING	BACHELOR OF ELEMENTARY EDUCATION	2017	2021	GRADUATE	2021	ACADEMIC EXCELLENCE
GRADUATE STUDIES	N/A	N/A	N/A	N/A	N/A	N/A	N/A

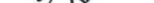
(Continue on separate sheet if necessary)

SIGNATURE		DATE	OCTOBER 8, 2024
-----------	--	------	-----------------

[illegible]

V. WORK EXPERIENCE
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

SIGNATURE		DATE	OCTOBER 8, 2024
-----------	---	------	-----------------

[illegible]

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/ TRAINING PROGRAMS ATTENDED

[illegible]

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
FAST TYPING SPEED	N/A	N/A
CREATE POSTERS AND INFOGRAPHICS	N/A	N/A
METICULOUS RESEARCH SKILL	N/A	N/A
AMATEUR EDITING SKILL	N/A	N/A
WATCHING MOVIES	N/A	N/A
KARAOKE SINGING	N/A	N/A
DOING HOUSEHOLD CHORES	N/A	N/A

(Continue on separate sheet if necessary)

SIGNATURE		DATE	OCTOBER 8, 2024
-----------	--	------	-----------------

34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree?

b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

Date Filed:

Status of Case/s:

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES☒ NO

If YES, give details:

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

☐ YES☒ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

☐ YES☒ NO

☐ YES☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES☒ NO

If YES, give details (country):

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?

b. Are you a person with disability?

c. Are you a solo parent?

☐ YES☒ NO

☐ YES☒ NO

☐ YES☒ NO

If YES, please specify:

If YES, please specify ID No:

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
ARNIEL P. VISCARA	BARANGAY NAVAL, HILONGOS, LEYTE	N/A
EMMA R. WAGAS	BARANGAY EASTERN POBLACION, HILONGOS, LEYTE	N/A
MARY LILIBETH O. YAN	BARANGAY EASTERN POBLACION, HILONGOS, LEYTE	N/A

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

Government Issued ID: PROFESSIONAL REGULATION COMMISSION

ID/License/Passport No.: 1992729

Date/Place of Issuance: 03/16/2023/ORMOC CITY

Signature (Sign inside the box)

OCTOBER 8, 2024

Date Accomplished

Right Thumbmark

SUBSCRIBED AND SWORN to before me this OCT 08 2024, affiant exhibiting his/her validly issued government ID as indicated above.

Doc. No. 243

Page No. 55

Book No. CXV

Series of 2024

Atty. Ma. Lourdes Madula-Vilbar

Notary Public

A. F Rubio St.

Barangay Central Poblacion, Hilongos, Leyte

Until December 31, 2024

PTR no. 8851071: 04/04/2024; Hilongos, Leyte

IRP no. 412460: 01/09/2024

Roll No. 51835, Notarial Commission No.256-2023-03

Person Administering Oath

CS FORM 212 (Revised 2017), Page 4 of 4

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: September 8, 2021 – present
- Position: Office Clerk
- Name of Office/Unit: Guidance Center
- Immediate Supervisor: Arniel P. Viscara
- Name of Agency/Organization and Location: MLG College of Learning, Hilongos, Leyte
- List of Accomplishments and Contributions (if any)
 - Helped in making Guidance Development Plan for specific school year
 - Prepared and accomplished monitoring tools for the unit
 - Helped in making Career Guidance Programs for students
- Summary of Actual Duties
 - Takes care of clerical tasks
 - Keeps the office and reception area in order
 - Takes down the minutes of the office and other meetings called by the immediate superior
 - Maintains an orderly files of important records and documents
 - Helps and tallies records in making summaries of reports
 - Delivers call slips and other materials to concerned parties
 - Follows-up reports of the office
 - Prepares and sends notice of meeting of the superior
 - Performs other related functions


BRYAN DHELL B. BERSABAL

(Signature over Printed Name
of Employee/Applicant)

Date: October 8, 2024